

FSC CHAIN OF CUSTODY REVISION CROSSWALK (D3-0)

Date: 15 June 2016

This Crosswalk has been created to help facilitate the public consultation on the Chain of Custody standard revision (FSC-STD-40-004 V3-0 D3-0). The Crosswalk will assist stakeholders in identifying and highlighting the differences between the existing standard and the draft revised standard. The proposed changes in this revision process are identified by color ranking (see legend below).

Legend	Identified change between draft and existing requirements
	No change
	Requirement modified/moved
	Added from other FSC normative documents
	New requirement
	Requirement removed

Color ranking	Draft standard requirements (FSC-STD-40-004 V3-0 D3-0)	Current standard and normative requirements (FSC-STD-40-004 V2-1, related advice notes, and interpretations)
	1 CoC management system	
	1.1 The organization shall implement and maintain a CoC management system adequate to its size and complexity to ensure its continuous conformity to all applicable certification requirements, including the following:	
	a) appoint a management representative who has overall responsibility and authority for the organization's conformity to all applicable certification requirements;	1.1.1 The organization shall appoint a management representative as having overall responsibility and authority for the organization's compliance with all applicable requirements of this standard.

	<p>b) define the personnel responsible for the implementation of each procedure;</p>	<p>1.1.2 All relevant staff shall demonstrate awareness of the organization's procedures and competence in implementing the organization's Chain of Custody management system.</p> <p>1.2.2 The organization shall define the personnel responsible for each procedure, together with the qualifications and/or training measures required for its implementation.</p>
	<p>c) implement and maintain up-to-date documented procedures covering the certification requirements applicable to the scope of the certificate;</p>	<p>1.2.1 The organization shall establish, implement and maintain procedures and/or work instructions covering all applicable requirements of this standard, according to its scale and complexity.</p>
	<p>d) train staff on the up-to-date version of the organization's procedures to ensure their competence in implementing the CoC management system;</p>	<p>1.3.1 The organization shall establish and implement a training plan according to the qualifications and/or training measures defined for each procedure.</p> <p>1.3.2 The organization shall keep records of the training provided to staff in relation to implementation of this standard.</p>
	<p>e) maintain complete and up-to-date records which shall be retained for a minimum period of five (5) years. At a minimum, the organization shall keep records of the following documents as applicable to the certificate scope: procedures, product group lists, training, purchase and sales documents, material accounting records, volume summaries, trademark approvals, records of suppliers, complaints, outsourcing, control of non-conforming products, verification program for reclaimed material and due diligence program for controlled material and FSC Controlled Wood.</p>	<p>1.4.1 The organization shall maintain complete and up-to-date records covering all applicable requirements of this standard.</p> <p>1.4.2 Retention time for all records and reports, including purchase and sales documents, training records, production records, volume summaries, and trademark approvals, shall be specified by the organization and shall be at least five (5) years.</p>
	<p>1.2 The organization shall apply the eligibility criteria specified in Annex A to define its eligibility for Single, Multi-site or Group CoC certification.</p>	
	<p>1.3 The organization shall commit to the FSC values as defined in FSC-POL-01-004 by signing an FSC self-</p>	<p>1.5.1 The organization shall demonstrate its commitment to comply with the Values of FSC as defined in the "Policy for the</p>

	<p>declaration to not be directly or indirectly involved in the following activities:</p> <ul style="list-style-type: none"> a) illegal logging or the trade in illegal wood or forest products; b) violation of traditional and human rights in forestry operations; c) destruction of high conservation values in forestry operations; d) significant conversion of forests to plantations or non-forest use; e) introduction of genetically modified organisms in forestry operations; f) violation of any of the ILO Core Conventions, as defined in the ILO Declaration on Fundamental Principles and Rights at Work, 1998. 	<p><i>Association of Organizations with FSC</i>[®] (FSC-POL-01-004, initially approved in July 2009).</p> <p>1.5.2 The organization shall declare not be directly or indirectly involved in the following activities:</p> <ul style="list-style-type: none"> a) Illegal logging or the trade in illegal wood or forest products; b) Violation of traditional and human rights in forestry operations; c) Destruction of high conservation values in forestry operations; d) Significant conversion of forests to plantations or non-forest use; e) Introduction of genetically modified organisms in forestry operations; f) Violation of any of the ILO Core Conventions, as defined in the ILO Declaration on Fundamental Principles and Rights at Work, 1998.
	<p>1.4 The organization shall demonstrate its commitment to occupational health and safety (OHAS). At a minimum, the organization shall appoint an OHAS representative, establish and implement procedures and train of staff on OHAS.</p> <p>NOTE: Other certifications and enforcement of local regulations related to OHAS may be used as evidence of conformity to this requirement.</p>	<p>1.6.1 The organization shall demonstrate its commitment to occupational health and safety.</p>
	<p>1.5 The organization shall ensure that complaints received regarding the organization's conformity to the requirements applicable to the scope of the organization's CoC certificate are adequately considered, including the following:</p> <ul style="list-style-type: none"> a) acknowledge receipt of complaints within two (2) weeks of receiving the complaint; 	

	<ul style="list-style-type: none"> b) investigate the complaint and specify its proposed actions in response to the complaint within three months. If more time is needed to complete the investigation, the complainant shall be notified; c) take appropriate actions with respect to complaints and any deficiencies found in processes that affect conformity to the certification requirements; d) notify the complainant when the complaint is considered to be successfully addressed and closed. 	
	<p>1.6 The organization shall have a system in place to ensure that any non-conforming products are identified and controlled to prevent their unintended sale and delivery with FSC claims. Where non-conforming products are detected after they have been delivered, the organization shall undertake the following activities:</p> <ul style="list-style-type: none"> a) notify its certification body and all affected customers in writing within five business days of the non-conforming product identification, and maintain records of that notice; b) analyse causes for occurrence of non-conforming products, and implement measures to prevent their reoccurrence; c) cooperate with its certification body in order to allow the certification body to confirm that appropriate actions were taken to correct the non-conformity. 	<p>ADVICE-40-004-08</p> <ol style="list-style-type: none"> 1. The organization shall have a documented procedure defining the controls and related responsibilities and authorities for dealing with non-conforming products. The organization's chain of custody system shall be designed to ensure that products which do not conform to FSC requirements are identified and controlled to prevent its unintended delivery. <p>NOTE: Small COC enterprises are not required to have the procedure in writing.</p> <ol style="list-style-type: none"> 2. In case non-conforming products are detected after they have been delivered, the organization shall: <ul style="list-style-type: none"> a) immediately cease to sell any non-conforming products held in stock; b) identify all relevant customers, and advise those customers in writing within three (3) business days of the non-conforming product and maintain records of that advice; c) analyse causes for occurrence of non-conforming products and implement measures to prevent its re-occurrence. d) notify their certification body; e) cooperate with the certification body in order to allow the certification body to confirm that

		appropriate action is taken to correct this non-compliance.
	2 Establishment of product groups for the control of FSC claims	
	<p>2.1 The organization shall establish product groups for the purpose of controlling FSC output claims and labelling. Product groups shall be formed by output products that:</p> <ul style="list-style-type: none"> a) belong to the same Product Type category in accordance with FSC-STD-40-004a; b) are controlled according to one of the FSC Control Systems as specified in Part II of this standard; c) if the organization is applying the percentage or credit system, the products shall be made of the same input material (e.g. pine lumber) or same set of input materials (e.g. a product group of veneered particle boards, where all products are made of a combination of particle board and veneer of species of same quality). <p>NOTE: A particular input material and/or species of wood of a product group may be substituted by another material and or species provided they have the same quality (see definition of quality in Annex D and the examples provided in Annex B). Variations of material or product dimension or shape are accepted within the same product group.</p>	<p>2.1.2 The organization shall specify for each product group:</p> <ul style="list-style-type: none"> a) the material categories used as input; b) the control system used for making FSC claims: <ul style="list-style-type: none"> i. transfer system; ii. percentage system; or, iii. credit system; c) the sites involved in management, production, storage, sale, etc. <p>2.1.3 For product groups where a percentage or credit system based on claim periods is used, the organization shall ensure that all included products share similar specifications in relation to:</p> <ul style="list-style-type: none"> a) quality of inputs; b) conversion factors.
	<p>2.2 The organization shall maintain an up-to-date list of product groups specifying for each:</p> <ul style="list-style-type: none"> a) the product type(s) of the output products in accordance with FSC-STD-40-004a; b) the applicable FSC claims for the outputs; c) the species (including scientific and common name), where the species information designates the product characteristics (i.e. when the species characterizes the product). 	<p>2.1.1 The organization shall establish FSC product groups for all products that will be sold with FSC claims and shall maintain an up-to-date and publicly available FSC product group list with the following information:</p> <ul style="list-style-type: none"> a) specification of the product group as FSC 100%, FSC Mix, FSC Recycled or FSC Controlled Wood4; b) product type(s) according to the FSC product classification;

		<p>c) species including scientific and common names used as inputs to the product group, if information on species composition is commonly used to designate the product characteristics.</p> <p>NOTE: To ensure that the scientific and common names of the species are correctly written, the organization should follow the available nomenclature of the Germplasm Resources Information Network (GRIN) Taxonomy Species Online Database (http://www.ars-grin.gov/cgi-bin/npgs/html/index.pl)</p>
	<p>3 Material sourcing</p>	
	<p>3.1 The organization shall maintain up-to-date information about all suppliers who are supplying materials used for FSC product groups, including names, certification code (if applicable) and materials supplied.</p>	<p>3.2.1 The organization shall establish and maintain an up-to-date record of all suppliers who are supplying material used for FSC product groups including:</p> <ul style="list-style-type: none"> a) the supplied product type; b) the supplied material category; c) the supplier's FSC Chain of Custody or FSC Controlled Wood code, if applicable.
	<p>3.2 In order to confirm any changes that might affect the availability and authenticity of the supplied products, the organization shall regularly verify the validity and product groups scope of the certificates of their active FSC-certified suppliers through the FSC certificate database (info.fsc.org).</p> <p>NOTE: Other FSC platforms synchronized with the FSC certificate database (i.e. the trademark portal and the Online Claims Platform) may support organization's conformity to this requirement.</p>	<p>3.2.2 The organization shall verify the validity and scope of the supplier's FSC certificate for any changes that might affect the availability and authenticity of the supplied products via http://info.fsc.org.</p>
	<p>3.3 The organization shall have a system in place to check the supplier's sale and/or delivery documentation to ensure that:</p> <ul style="list-style-type: none"> a) the supplied material type and quantities are in conformity to the supplied documentation; b) the FSC claim is correct; 	<p>4.1.1 On receipt of material or prior to further use or processing the organization shall check the supplier invoice and supporting documentation to ensure the following:</p> <ul style="list-style-type: none"> a) the supplied material quantities and quality are in compliance with the supplied documentation;

	<p>c) the supplier's FSC Chain of Custody or FSC Controlled Wood code is quoted for material supplied with FSC claims.</p>	<p>b) the material category and, if applicable, the associated percentage or credit claim is stated for each product item or for the total products; c) the supplier's FSC Chain of Custody or FSC Controlled Wood code is quoted for material supplied with FSC claims.</p>
	<p>3.4 The organization shall ensure that only eligible inputs and the correct material categories are used in FSC product groups as defined in Table B. (see Table B in D3-0)</p>	<p>3.1.2 The organization shall categorize all inputs to FSC product groups by their material category: and shall ensure that only eligible inputs are used.</p>
	<p>3.5 Organizations sourcing non-FSC-certified reclaimed material for use in FSC product groups shall conform to the requirements of FSC-STD-40-007.</p>	<p>3.3.2 For the purchase of non-certified reclaimed material, the organization shall comply with the provisions of "FSC-STD-40-007: FSC Standard for Sourcing Reclaimed Material for Use in FSC Product Groups or FSC-certified Projects".</p>
	<p>3.6 Organizations sourcing non-FSC certified virgin material for use in FSC product groups shall conform to the requirements of FSC-STD-40-005.</p>	<p>3.3.1 For the purchase of controlled material, the organization shall comply with the applicable requirements of "FSC-STD-40-005: Standard for Company Evaluation of FSC Controlled Wood".</p>
	<p>3.7 All forest-based components that have a functional purpose in the product shall conform to CoC control requirements. A component is considered as having a functional purpose if the product's function is compromised by the removal of the component. Forest-based components with secondary functions (e.g. for transportation, protection or dispensing), may be exempt from CoC control requirements. NOTE: Packaging that is made from forest-based inputs (e.g. paper or wood) is considered a separate element from the product inside. Therefore, the organization can opt to have either the packaging or its contents certified, or both.</p>	<p>ADVICE-40-004-06</p> <p>All components of a product which are made of or contain material originating from forests that are incorporated into the product to fulfil its function for the consumers' specific need shall be certified. It represents that all certified components of a product shall comply with the definition of eligible input (e.g. FSC Pure, FSC Controlled Wood, etc.) and its quantities in volume or weight shall count towards the calculation of FSC product composition determining its eligibility to carry the FSC label.</p> <p>Forest-based components that have secondary functions in the product (e.g. for transportation, protection, etc.) don't need to be certified unless they are added to the product with a functional purpose (e.g. If the product will have its function</p>

		<p>compromised by the removal of this secondary component, then this component also needs to be certified).</p> <p>Packaging that is made from forest-based inputs (e.g. paper, wood, etc.) is considered a separate element from the product inside. Therefore, the organization can choose to certify only the packaging or its content individually, or both.</p> <p>The FSC label generator allows the creation of labels with specific product type claims (e.g. wood, paper, packaging). Thus, in cases where, the product contains wood and paper components that are clearly separate elements, the organization can opt to certify them independently, provided that the appropriate product type claims is applied on the FSC label. To avoid risks of misinterpretation in relation to which components of the product are certified, an additional clarification statement is recommended.</p> <p>The table below provides some examples of practical application of this advice and it is not expected to cover all range of FSC certified products: (for table see FSC-DIR-40-004)</p>
	<p>3.8 Organizations that reclaim materials from primary or secondary processing at their own site may classify the material as belonging to the same or lower material category as the input from which it was derived. Materials reclaimed from secondary processing may also be classified by the organization as pre-consumer reclaimed material, except materials that are discarded by a manufacturing process but that can be reused on site by being incorporated back into the same manufacturing process that generated it.</p>	<p>3.4.1 Organizations which generate input material for an FSC product group at their own site shall identify the material category and, if applicable, the associated percentage claim or credit claim as follows:</p> <ul style="list-style-type: none"> a) material produced during the process of primary manufacture of another (principal) product, from the same input, shall be considered as belonging to the same material category as the input from which it was (co-)produced; b) material that is reclaimed from a process of secondary manufacture or a downstream industry source where the material has not been intentionally produced, is unfit for end use and not capable of being re-used on-site in the same manufacturing process

		<p>that generated it, shall be considered as belonging to the same material category as the input from which it was derived or as pre-consumer reclaimed material.</p> <p>3.4.2 The organization shall classify mixtures of different virgin or reclaimed material categories, where the proportions of the different inputs cannot be identified, by the material category and, if applicable, percentage or credit claim with the lowest FSC or post-consumer input per input volume.</p> <p>NOTE: Material mixtures of FSC-certified, controlled and/or reclaimed material, where the proportions of the different inputs cannot be identified, shall be classified as 'controlled material'.</p>
	<p>3.9 Organizations may classify material held in stock at the time of the main evaluation by the certification body and material received between the date of the main evaluation and the issue date of the organization's CoC certificate as eligible input, provided the organization is able to demonstrate to the certification body that the materials meet the FSC material sourcing requirements.</p>	<p>Footnote 10: Organizations in the certification process may use towards their input calculations material held in their stock at the time of the main assessment as well as material received between the date of the main assessment and the issue date of the organization's FSC Chain of Custody certificate. However, the organization may not sell any material with FSC claims prior to holding an FSC Chain of Custody certificate.</p>
	<p>4 Material handling</p>	
	<p>4.1 In cases where there is risk of non-eligible inputs entering FSC product groups, the organization shall implement one or more of the following segregation methods:</p> <ul style="list-style-type: none"> a) physical separation of materials; b) temporal separation of materials; c) identification of materials. 	<p>4.2.1 The organization shall ensure that inputs used for FSC product groups remain clearly identifiable and separable by product group or, if identical inputs are used for more than one FSC product group, by their associated FSC claim.</p>
		<p>4.3.1 For materials received with an FSC label the organization shall ensure the following:</p> <ul style="list-style-type: none"> a) material which will be further processed shall be cleared of any labels or segregation marks before sale;

		b) material which shall be sold unchanged shall be checked by the organization for being correctly ⁸ labelled according to its FSC material category unless the organization does not gain physical possession of the material.
	5 Volume control	
	5.1 The organization shall specify the conversion factor(s) for each processing step or for the total processing steps of a product group or job order.	5.1.1 For each product group the organization shall identify the main processing steps involving a change of material volume or weight and specify the conversion factor(s) for each processing step or, if not feasible, for the total processing.
	5.2 The organization shall have a consistent methodology for calculating conversion factor(s) and keep them up to date.	5.1.2 The organization shall specify the methodology for calculating the conversion factor(s) and ensure that conversion factors are kept up to date.
	5.3 The organization shall maintain an up-to-date material accounting record (e.g. spreadsheets, production control software) of materials and products in the scope of the FSC certificate, including: a) inputs: purchase document number, date, quantities and material category including the percentage or credit claim (if applicable); b) outputs: sales document number, date, product description, quantities, FSC claim and applicable claim period or job order; c) FSC percentage calculations and FSC credit accounts.	5.2.1 For each product group the organization shall establish a material accounting record to ensure that at all times the quantities produced and/or sold with FSC claims are compatible with the quantities of inputs from different material categories, their associated percentage or credit claims, and the product group conversion factor(s). The accounting record shall include at least the following information: For inputs and outputs: a) invoice references; b) quantities (by volume or weight); For inputs: c) material category and, if applicable, percentage claim or credit claim; For outputs: d) FSC claim; e) information to identify the product item in invoices; f) applicable claim period or job order.

	<p>5.4 Organizations that are certified against FSC and another forestry certification scheme, and that receive materials with claims of both schemes, shall provide their FSC certification body access to material accounting records of both schemes for verification that the volumes received are not double counted.</p>	
	<p>5.5 The organization shall prepare annual volume summary reports demonstrating that the quantities of output products sold with FSC claims are compatible with the quantities of inputs, their associated percentage or credit claims, and the conversion factor(s). The volume summaries shall at least include the following information (as applicable):</p> <ul style="list-style-type: none"> a) inputs received; b) inputs used for production; c) inputs and outputs in stock; d) outputs sold. <p>NOTE: FSC-certified woodworkers, building contractors and construction companies may present the annual volume summary reports as an overview of the job order or construction project instead of by product group.</p>	<p>5.2.2 For each product group the organization shall prepare annual volume summaries providing quantitative information for each material category received/used and product type produced/sold, as follows:</p> <ul style="list-style-type: none"> a) inputs received; b) inputs used for production (if applicable); c) inputs still in stock; d) outputs still in stock; e) outputs sold.
	<p>6 Sales</p>	
	<p>6.1 The organization shall ensure that sales documents (physical or digital) issued for products sold with FSC claims include the following information:</p> <ul style="list-style-type: none"> a) name and contact details of the organization; b) information to identify the customer, such as name and address of the customer (except for sales to end consumers); c) date when the document was issued; d) product name or description; e) quantity of products sold; 	<p>6.1.1 The organization shall ensure that all sales and delivery documents issued¹² for outputs sold with FSC claims include the following information:</p> <ul style="list-style-type: none"> a) name and contact details of the organization; b) name and address of the customer; c) date when the document was issued; d) description of the product; e) quantity of the products sold; f) the organization's FSC Chain of Custody or FSC Controlled Wood code; g) clear indication of the FSC claim for each product item or the total products as follows:

	<p>f) the organization's FSC certificate code associated to FSC-certified products and/or FSC Controlled Wood code associated to FSC Controlled Wood products;</p> <p>g) a clear indication of the FSC claim for each product item or the total products as specified in Table C. (see Table C in D3-0)</p>	<ul style="list-style-type: none"> i. the claim "FSC 100%" for products from FSC 100% product groups; ii. the claim "FSC Mix x%" where 'x' represents the applicable percentage claim for products from FSC Mix product groups under a percentage system; iii. the claim "FSC Mix Credit" for products from FSC Mix product groups under a credit system; iv. the claim "FSC Recycled x%" where 'x' represents the applicable percentage claim for products from FSC Recycled product groups under a percentage system; v. the claim "FSC Recycled Credit" for products from FSC Recycled product groups under a credit system; vi. the claim "FSC Controlled Wood" for products from FSC Controlled Wood product groups or for products from FSC Mix or FSC Recycled product groups that will not be sold as FSC-certified.
	<p>6.2 For supplies of finished FSC products, the organization may omit the percentage or credit information in sales documentation (e.g. using "FSC Mix" claim only instead of "FSC Mix 70%" or "FSC Mix Credit"). In this case, however, this information is lost and subsequent organizations in the supply chain are not permitted to use or reinstate the percentage or credit information for further processing or resale of certified products.</p>	<p>6.1.1 NOTE: For supplies of finished products that meet the labelling thresholds specified in Section 11 the organization may omit the percentage or credit information in sales and delivery documentation. In this case, however, the material has lost its information on FSC or post-consumer input for subsequent customers and therefore may not be further re-sold with FSC claims.</p>

	<p>6.3 Organizations may identify products exclusively made of input materials from small or community producers on sales documents by adding this information to the FSC claim (e.g. FSC 100% from small forest producers, FSC Mix 70% from small and community forest producers) or as separate statement to the claim (e.g. “Product from small and/or community forest producers”).</p>	<p>FSC-ADV-50-003 V1-0</p>
	<p>6.4 In case where systems of Electronic Data Interchange (EDI) are employed and no written invoices are issued, alternative evidence shall be provided to demonstrate the FSC status of supplied products equivalent to the information as required by Clause 6.1.</p>	<p>Footnote 12: In cases where systems of Electronic Data Interchange (EDI) are employed and no written invoices are issued, alternative evidence shall be provided to demonstrate the FSC status of supplied products equivalent to the information as required by 6.1.1.</p>
	<p>6.5 If the sales documentation (or a copy of it) issued by the organization is not included with the shipment of the product, the related delivery documentation (when existing) shall include the same information as required in Clause 6.1 and a reference linking it to the related sales documentation.</p>	<p>6.1.1 h) if separate delivery documents are issued, information sufficient to link the sale and related delivery documentation to each other.</p> <p>6.1.2 The organization shall include the same information as required in clause 6.1.1 in the related delivery documentation, if the sales documentation (or copy of it) is not included with the shipment of the product.</p>
	<p>6.6 If, for justified reasons, the organization is unable to include the FSC claim and/or certificate code in sales or delivery documents, the required information shall be provided to the customer through supplementary documentation (e.g. supplementary letters). In this case, the organization shall obtain permission from its certification body to implement supplementary documentation in accordance with the following criteria:</p> <ul style="list-style-type: none"> a) there shall exist clear information linking the supplementary documentation to the sales or delivery documents; b) there is no risk that the customer will misinterpret which products are or are not FSC certified in the supplementary documentation; 	<p>ADVICE-40-004-05</p> <p>When the certificate holder has demonstrated it is not able to include the required FSC claim as specified in the FSC Chain of Custody standard in sales and delivery documents due to space constraints, through an exception, the certification body can approve the required information to be provided through supplementary evidence (e.g. supplementary letters, a link to the own company’s webpage with verifiable product information). This practice is only acceptable when the certification body is satisfied that the supplementary method proposed by the company complies with the following criteria:</p> <ul style="list-style-type: none"> a) There is no risk that the customer will misinterpret which products are or are not FSC certified in the document;

	<p>c) where the sales documents contain multiple products with different FSC claims, each product shall be cross-referenced to the associated FSC claim provided in the supplementary documentation.</p>	<p>b) The sales and delivery documents contain visible and understandable information so that the customer is aware that the full FSC claim is provided through supplementary evidence;</p> <p>c) In cases where the sales and delivery documents contain multiple products with different FSC Claims, a clear identification for each product shall be included to cross-reference it with the associated FSC claim provided in the supplementary evidence.</p>
	<p>6.7 The organization shall ensure that products sold with an FSC 100%, FSC Mix or FSC Recycled claim on sales documentation do not carry any labels from other forestry certification schemes. NOTE: FSC-certified product may simultaneously carry the FSC claim and the claim of other forestry certification schemes on sales and delivery documents, even if the product is FSC labelled.</p>	<p>4.3.2 For materials received with a label from other forestry conformity assessment schemes, the organization shall ensure that the materials are cleared of any such labels before sale with an FSC claim.</p> <p>6.2.2 The organization shall ensure that products sold with an FSC claim on sales and delivery documentation do not carry any labels from other forestry conformity assessment schemes.</p>
	<p>6.8 The organization can only sell products with the 'FSC Controlled Wood' claim on sales and delivery documents if the products are raw or semi-finished products and the customer is FSC certified.</p>	<p>6.3.1 The organization shall ensure that the sale of FSC Controlled Wood is in compliance with Part 4 of "FSC-STD-40-005: FSC Standard for Company Evaluation of FSC Controlled Wood".</p>
	<p>6.9 FSC-certified woodworkers, building contractors or construction companies that do not list the FSC certified products on the invoice as required by Clause 6.1 may issue supplementary documents to the invoices issued for construction or other related services. The supplementary document shall include the following:</p> <ul style="list-style-type: none"> a) reference information sufficient to link the service invoice(s) to the supplementary document; b) a list of the FSC-certified construction components used with the related quantities and FSC claims; c) the certificate code of the organization. 	

	<p>7 Providing FSC transaction data for the purpose of transaction verification by certification bodies</p>	
	<p>7.1 Organizations that have sites and/or product groups with a RFC score of six (6) or higher shall enter the following invoice information of all inputs and outputs received and/or sold with FSC claims related to these sites and/or product groups into the FSC Online Claims Platform (OCP) for the purpose of transaction verification:</p> <ul style="list-style-type: none"> a) Invoice number. b) Date of the FSC transaction. c) Material or product description. d) Quantities. e) FSC claim. f) FSC certification or license code of the trading partner. If the trading partner does not possess an FSC certification or license code, the organization may enter the name of the trading partner. <p>NOTE: The organization may also allow its trading partners or certification body to enter the information specified in Clause 7.1 into the OCP on their behalf.</p>	
	<p>7.2 Organizations that have sites and/or product groups with a RFC score of six (6) or higher shall enter their FSC transactions according to Clause 7.1 into the OCP no later than thirty (30) days after the date of the transaction (i.e. date of the invoice issuance).</p>	
	<p>7.3 Organizations that have sites and/or product groups with a RFC score of six (6) or higher shall start using the OCP for these sites and/or product groups within thirty (30) days after the score determination and shall continue using the OCP until the corresponding RFC score is determined to be five (5) or lower.</p>	
	<p>7.4 The organization, regardless of its RFC scores, shall support its certification body in reviewing their records of FSC transactions at each evaluation in order to verify that they match with those of the organization's trading partners.</p>	

	8 Transfer system	
	8.1 For each product group, the organization shall specify claim periods or job orders for which a single FSC claim shall be made.	7.1.1 For each product group, the organization shall specify claim periods or job orders for which a single FSC claim shall be made. NOTE: The minimum length of the claim period shall be the length of time to complete a batch run including receipt, storage, processing, labelling and/or sale of the output product.
	8.2 For claim periods or job orders in which inputs belong to a single material category carrying an identical FSC claim, the organization shall determine this to be the corresponding FSC claim for the outputs.	7.2.1 For claim periods or job orders in which inputs belong to only one material category carrying an identical FSC claim, the organization shall determine this to be the corresponding FSC claim for the outputs. NOTE: If the input consists of 100% post-consumer reclaimed materials the output FSC claim shall be "FSC Recycled 100%".
	8.3 For claim periods or job orders in which inputs of different material categories or associated percentage claims or credit claims are combined, the organization shall use the lowest FSC claim per input volume as the FSC claim for the outputs, as indicated in Table E. (see Table E in 40-004 D3-0)	7.3.1 For claim periods or job orders in which inputs of different material categories or associated percentage claims or credit claims are mixed the organization shall use the FSC claim with the lowest FSC or post-consumer input per input volume as the FSC claim for the outputs. NOTE: Inputs with an 'FSC Mix Credit' claim or an 'FSC Recycled Credit' claim shall be considered as having a lower standing than inputs with an 'FSC 100%' or an 'FSC Recycled 100%' claim, respectively.
	9 Percentage system	
	9.1 The percentage system may be applied at the level of single and multiple physical sites (cross-site percentage method). The conditions for the application of the percentage system at multiple site level are the following: a) the percentage calculation is applied to products	

	<p>within the same product group;</p> <p>b) all sites are within the scope of a single or multi-site certificate with a common ownership structure;</p> <p>c) each site participating in a cross-site percentage calculation has an FSC percentage (FSC%) of at least 50%.</p>	
	<p>9.2 For each product group, the organization shall specify claim periods or job orders for which a single FSC% claim shall be made.</p>	<p>8.1.1 For each product group the organization shall specify claim periods or job orders for which a single FSC percentage claim shall be made.</p>
	<p>9.3 For FSC Mix and FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier invoice to determine the quantity of claim-contributing inputs.</p>	<p>8.2.1 For FSC Mix and/or FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier invoice to determine the quantities of FSC and post-consumer inputs.</p> <p>NOTE: Material supplied with a credit claim shall be used by its full quantity as FSC input or post-consumer input, respectively.</p>
	<p>9.4 The organization shall calculate and record the FSC% for each claim period or job order by using the following formula:</p> $FSC\% = \frac{Q_C}{Q_T} \times 100$ <p>FSC% = FSC percentage Q_C = Quantity of claim-contributing inputs Q_T = Total quantity of forest-based inputs</p>	<p>8.3.1 The organization shall calculate and record the input percentage for each claim period or job order using the following formula:</p> $\%_{input} = \frac{Q_{FSC} + Q_{post-consumer}}{Q_{Total}} \times 100$ <p>$\%_{input}$ = input percentage Q_{FSC} = quantity of FSC input $Q_{post-consumer}$ = quantity of post-consumer <i>input</i> Q_{total} = total quantity of virgin material and reclaimed material inputs</p>
	<p>9.5 For each product group, the organization shall calculate the FSC% based on:</p> <p>a) the input to the same claim period or job order (single percentage); or</p>	<p>8.3.2 For each product group, the organization shall calculate the input percentage based on:</p> <p>a) the input to the same claim period or job order (single percentage), OR b) the input to a specified</p>

	<p>b) the input to a specified number of previous claim periods (rolling average percentage). The time period over which the rolling average percentage is calculated shall not exceed 12 months.</p>	<p>number of previous claim periods (rolling average percentage).</p> <p>NOTE: FSC claims based on rolling average calculations can only be made once the specified number of previous claim periods has been completed since the setup of the product group under a percentage system.</p> <p>8.3.3 The time period over which the input percentage is calculated shall not exceed 12 months, unless otherwise warranted by nature of the business and approved by the FSC-accredited certification body.</p>
	<p>9.6 Organizations using the single percentage method may apply the calculated FSC percentage information to either the FSC claim of the output products produced during the same claim period/ job order or in the following claim period.</p>	
	<p>9.7 Organizations using the rolling average percentage method shall apply the calculated FSC percentage information from the specified number of previous claim periods to the FSC claim of the output products produced in the following claim period.</p>	
	<p>9.8 Organizations applying the FSC percentage in the following claim period according to Clauses 9.6 and 9.7 shall ensure that fluctuations in the supply of input materials are not used to increase the amount of output products sold with FSC claims. Organizations shall demonstrate in their annual volume summary reports that the amount of products sold with FSC claims are compatible with the amount of claim contributing inputs received and their conversion factors within the reporting period.</p>	
	<p>9.9 The organization can sell the total output of a claim period or job order with a FSC Mix or FSC Recycled</p>	<p>8.4.1 The organization may sell the total output of a claim period or job order from FSC Mix product groups with a</p>

	percentage claim that is identical to or lower than the calculated FSC percentage.	percentage claim that is identical to or lower than the calculated input percentage. 8.4.2 The organization may sell the total output of a claim period or job order from FSC Recycled product groups with a percentage claim that is identical to or lower than the calculated input percentage
	9.10 The organization may sell as FSC Controlled Wood the portion of the output of a claim period that has not been sold with an FSC percentage claim.	8.4.3 The organization may sell as FSC Controlled Wood the portion of the output of a claim period that has not been sold with an FSC percentage claim.
	10 Credit system	
	Establishment of credit accounts:	
	10.1 For each product group, the organization shall set up and maintain an FSC credit account according to which additions and deductions of FSC credits shall be recorded.	9.1.1 For each product group, the organization shall set up and maintain an FSC credit account with specified claim periods of up to 3 months according to which additions and deductions of FSC credits shall be recorded.
	10.2 The credit system may be applied at the level of single and multiple physical sites (cross-site credits method). The conditions for the establishment of a centralized credit account covering multiple sites are the following : a) credits are shared within the same product group. b) all sites are within the scope of a single or multi-site certificate with a common ownership structure. c) each site participating in a cross-site credit account contributes at least 10% of the input credits used by its own site in a twelve month period. NOTE: The threshold will be reviewed by FSC in five years. d) All sites are located in the same country or economic and monetary union (e.g. European Union).	

	Credit account administration:	
	10.3 For FSC Mix and/or FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier invoice to determine the quantity of claim contributing inputs.	9.2.1 For FSC Mix and/or FSC Recycled inputs, the organization shall use the percentage claim or credit claim stated on the supplier invoice to determine the quantities of FSC and post-consumer inputs. NOTE: Material supplied with a credit claim shall be used by its full quantity as FSC input or post- consumer input, respectively.
	10.4 When the credit system is applied to assembled wood products, and where inputs of different quality are combined, high quality components that are sourced as controlled material or FSC Controlled Wood shall not represent more than 30% of the product composition.	
	10.5 The organization shall not accumulate more FSC credit in the credit account than the sum of FSC credit that has been added during the previous 24 months. This means that credits that were not used for output claims within this period expire. The FSC credit that exceeds the sum of credits entered into the account within the previous 24 months period shall be deducted from the credit account at the start of the following month (at the 25th month after they have been added to the account).	9.5.2 The organization shall not accumulate more FSC credit in the credit account than the sum of new FSC credit that has been added during the previous 12 months. Any FSC credit that exceeds this total new FSC credit shall be deducted at the beginning of each new claim period from the credit account.
	10.6 Before selling products with credit claims, the organization shall convert the inputs used in the manufacturing of the products into output credit quantities. The determination of output credit quantities shall be achieved by multiplying the input quantities by the applicable conversion factor specified for the product group.	9.3.1 The organization shall add the converted quantity (volume or weight) of FSC and post-consumer inputs as FSC credit to the FSC credit account using the conversion factor(s) specified for each component of the product group.
		9.3.2 The organization shall add the FSC credit to the credit account after the organization has gained legal ownership and the material category has been verified, and before the material enters the production process.

	Sale of outputs with credit claims:	
	10.7 For the sale of products with FSC credit claims, the organization shall deduct the quantity sold and/or labelled as FSC Mix or FSC Recycled from the available FSC credit in the respective product group credit accounts.	9.4.1 The organization shall deduct the quantity sold and/or labelled as FSC Mix or FSC Recycled from the available FSC credit in the product group credit account.
	10.8 The organization shall ensure that the credit account is never overdrawn and that records of additions and deductions of credits are reconciled at a minimum every three months.	9.5.1 The organization shall ensure that the FSC credit account is never overdrawn and that records of the remaining FSC credit are clearly visible to relevant staff and maintained updated at all times.
	10.9 The organization may sell the total output of a claim period or job order from FSC Mix or FSC Recycled product groups with an FSC credit claim provided there are sufficient credits available in the related credit accounts.	9.6.1 At any time the organization may sell material from FSC Mix product groups with a credit claim up to the total FSC credit available in the credit account. 9.6.2 At any time the organization may sell material from FSC Recycled product groups with a credit claim up to the total FSC credit available in the credit account.
	10.10 The organization may supply the portion of the output quantity that has not been sold as FSC Mix Credit as FSC Controlled Wood, on the basis of a corresponding FSC Controlled Wood credit account.	9.6.3 The organization may supply as FSC Controlled Wood the portion of the output volume that has not been sold as FSC Mix or FSC Recycled material, on the basis of a corresponding FSC Controlled Wood credit account.
	11 FSC labelling requirements	
	11.1 The organization may apply the FSC label on FSC-certified products following the requirements specified in FSC-STD-50-001. The type of FSC label shall always correspond to the FSC claim made on sales documents, as specified in Table F. (see Table F in D3-0)	6.2.1 The organization shall ensure that products which carry an FSC label are always sold with the corresponding FSC claim on their sales and delivery documentation. 10.1.1 Organizations applying an FSC label on-product shall ensure the following:

- a) products shall only be FSC-labelled if they comply with the applicable requirements of this standard;
- b) products shall be labelled in compliance with the relevant FSC on-product labelling standard (see Section C “References”);

11.1.1 All products from FSC 100% product groups can be labelled with the FSC ‘100%’ label.

11.2.1 Products from FSC Mix product groups under a transfer system can be labelled with the FSC ‘Mix’ label if the identified FSC claim for the outputs is one of the following:

- a) an ‘FSC Mix’ percentage claim of at least 70%; or
- b) an ‘FSC Mix Credit’ claim.

11.2.2 Products from FSC Mix product groups under a percentage system can be labelled with the FSC ‘Mix’ label if their applicable percentage claim is at least 70%. NOTE: Please note Advice # 3 of FSC-DIR-40-004 for the phase-out rule regarding the reduced labelling threshold of 50% for chip and fibre products.

11.2.3 Products from FSC Mix product groups under a credit system can be labelled with the ‘FSC Mix’ label if there is sufficient FSC credit available on the credit account for the product group.

NOTE: The respective product volume or weight shall be deducted from the FSC credit account once the products are labelled.

11.3.1 Products from FSC Recycled product groups under a transfer system can be labelled with the FSC ‘Recycled’ label if the identified FSC claim for the outputs is one of the following:

- a) an ‘FSC Recycled’ percentage claim of at least 85%; or
- b) an ‘FSC Recycled Credit’ claim.

		<p>11.3.2 Products from FSC Recycled product groups under a percentage system can be labelled with the FSC 'Recycled' label if their applicable percentage claim is at least 85%.</p> <p>11.3.3 Products from FSC Recycled product groups under a credit system can be labelled with the FSC 'Recycled' label if there is sufficient FSC credit available on the credit account for the product group</p>
	11.2 Only FSC products that are eligible for FSC labelling can be promoted with the FSC trademarks.	8.5.1 The organization shall ensure that the FSC trademarks are not used for the promotion of products which do not meet the thresholds for labelling specified in Part III of this standard.
	11.3 Products exclusively made of input materials from small and/or community producers are eligible to carry the FSC Small or Community Producer label.	FSC-ADV-50-003 V1-0
	12 Outsourcing	
	<p>12.1 The organization may outsource activities within the scope of its certificate to FSC CoC certified and/or non-FSC CoC certified contractors.</p> <p>NOTE: The organization's outsourcing arrangements are subject to a risk analysis by the certification body and sampling for on-site audits purposes.</p>	<p>2.2.1 The organization shall follow the requirements specified in Part IV, Section 12 of this standard for any outsourced activities covering products included within the FSC product group list.</p> <p>NOTE: Organizations that outsource work on a flexible basis to any one of a number of potential contractors may apply for inclusion of the outsourced process within the scope of their FSC Chain of Custody certificate.</p>
	<p>12.2 Activities that are subject to outsourcing agreements are those that are included in the scope of the organization's CoC certificate, such as purchase, processing, storage, labelling and invoicing of products.</p> <p>NOTE: Storage sites are exempt from outsourcing agreements where they constitute stopping places as part of transportation or logistic activities. However, if an organization contracts a service provider to store goods in the absence of an agreed delivery order, this is</p>	

	<p>considered as an extension of the storage site of the organization and therefore subject to an outsourcing agreement.</p>	
	<p>12.3 Prior to outsourcing activities to a new contractor, the organization shall inform its certification body about the outsourced activity, names, and contact details of the contractor.</p>	<p>12.3.1 The organization shall record the names and contact details of all contractors used for the processing or production of FSC-certified materials.</p> <p>12.3.2 The organization shall inform its certification body about the names and contact details of any new contractor used for the processing or production of FSC-certified materials prior to outsourcing.</p>
	<p>12.4 The organization shall establish an outsourcing agreement with each non-FSC certified contractor, specifying at minimum that the contractor shall:</p> <ul style="list-style-type: none"> a) conform to all applicable certification requirements and organization's procedures related to the outsourced activity; b) not make unauthorized use of the FSC trademarks (e.g. at the contractor's products or website); c) not further outsource any processing; d) accept the right of the organization's certification body to audit the contractor; e) notify the organization within the period of 10 (ten) business days if the contractor is included in the list of organizations that are disassociated from FSC, in accordance with the FSC-POL-01-004, and therefore subsequently ineligible to provide outsourcing services to FSC-certified organizations. 	<p>12.1.1 Organizations which wish to include outsourcing within the scope of their FSC chain of custody certificate shall ensure the following:</p> <p>...</p> <ul style="list-style-type: none"> c) the organization has an agreement or contract covering the outsourced process with each contractor. This agreement or contract shall include a clause reserving the right of the FSC- accredited certification body to audit the outsourcing contractor or operation; <p>12.5.1 The organization shall ensure that the contractor only uses FSC labels on products covered by the scope of the outsourcing agreement.</p> <p>12.6.1 The organization shall ensure that the contractor does not use the FSC Trademarks for promotional use.</p> <p>12.7.1 The organization shall ensure that contractors do not themselves outsource processing, i.e. the material may not pass from one outsourcing contractor to another under the outsourcing agreement.</p>
	<p>12.5 The organization shall provide documented procedures to its contractor(s) that ensure the following:</p>	<p>12.2.1 The organization's control system for the outsourced process shall ensure that:</p>

	<ul style="list-style-type: none"> a) the material under the contractor’s responsibility will not be mixed or contaminated with any other material during outsourced activity; b) the contractor will keep records of inputs, outputs, and delivery documentation associated with all material covered by the outsourcing agreement; c) if the contractor applies the FSC label to the product on behalf of the organization, the contractor will only label the eligible products produced under the outsourcing agreement. 	<ul style="list-style-type: none"> a) the material used for the production of FSC-certified material can be tracked and controlled and can not be mixed or contaminated with any other material during outsourced processing; b) the contractor keeps records of inputs, outputs and delivery documentation associated with all FSC-certified material which is processed or produced under the outsourcing contract or agreement. <p>12.5.1 The organization shall ensure that the contractor only uses FSC labels on products covered by the scope of the outsourcing agreement.</p>
	<p>12.6 The organization shall maintain legal ownership of all materials during outsourcing and issue the final invoice to customers following outsourcing. NOTE: Organizations are not required to re-take physical possession of the products following outsourcing (e.g. products may be shipped directly from the contractor to the organization’s customer).</p>	<p>12.1.1 Organizations which wish to include outsourcing within the scope of their FSC chain of custody certificate shall ensure the following:</p> <ul style="list-style-type: none"> a) the organization has legal ownership of all input material to be included in outsourced processes; b) the organization does not relinquish legal ownership of the materials during outsourced processing; <p>12.4.1 The organization shall issue the final invoice for the processed or produced FSC-certified material following outsourcing. The invoice shall state the certificate holder’s Chain of Custody certificate number. NOTE: If the organization has not issued the final invoice for the processed or produced FSC-certified material following completion of outsourced processing, then the material shall not be sold with FSC claims.</p>
	<p>12.7 The organization may act as an FSC-certified contractor providing services to other contracting organizations. In this case, the organization shall include the outsourcing services under the scope of its FSC certificate ensuring that all applicable certification requirements are met.</p>	<p>ADVICE-40-004-01</p>

	<p>12.8 When the organization provides FSC-certified outsourcing services to non-FSC-certified contracting organizations, it is acceptable that the contracting organization buys the raw material for the outsourced processes. To ensure that the CoC is not broken, the material shall be transported directly from an FSC-certified supplier to the organization (i.e. the non-certified contracting organization shall not take physical possession of the materials before outsourcing). The materials supplied shall be verified by the organization according to Clause 3.3.</p>	<p>ADVICE-40-004-01</p>
	<p>13 Compliance with timber legality legislation</p>	
	<p>13.1 The organization shall ensure that its FSC-certified products conform to all applicable timber legality legislation. At a minimum, the organization shall:</p> <ul style="list-style-type: none"> d) have procedures in place to ensure the import and/or export of FSC-certified products by the organization conform to all applicable trade and custom laws (if the organization export/import FSC products); e) upon request, timely collect and provide information on species (common and scientific name) and country of harvest (or more specific location details if required by legislation) to direct customers and/or any FSC-certified organizations further down the supply chain that need this information to comply with timber legality legislation. The form and frequency of providing this information may be agreed upon between the organization and the requester; <p>NOTE: If the organization does not possess the requested information on species and country of origin, the request shall be passed on to the upstream suppliers until the information can be obtained.</p>	<p>ADVICE-40-004-10 ADVICE-40-004-11 ADVICE-40-004-12</p>

	<p>f) ensure that FSC-certified products containing pre-consumer reclaimed wood (except reclaimed paper) being sold to companies located in countries where timber legality legislation applies, these either:</p> <ul style="list-style-type: none"> i) only include pre-consumer reclaimed wood materials that conform to FSC Controlled Wood requirements in accordance with FSC-STD-40-005; or ii) inform their customers about the presence of pre-consumer reclaimed wood in the product and support their due diligence system as required by applicable timber legality legislation. <p>NOTE: Organizations applying option c (i) above may apply the requirements for co-products outlined in FSC-STD-40-005.</p>	
	<p>Annex D. Terms and definitions For the purposes of this standard, the terms and definitions given in <i>FSC-STD-01-002 FSC Glossary of Terms</i> and the following apply:</p>	
	<p>Approval date: The date on which an FSC normative document is approved by the approval body.</p>	
	<p>Assembled product: Product that is constructed from two or more forest-based components (e.g. solid wood and particle board), assembled together to form another product (e.g. furniture, musical instruments, plywood, laminated products, and packaging or printed materials containing different paper components).</p>	<p>Assembled products: Products that are constructed from two or more solid wood and/or chip and fibre components, assembled together to form another product. Examples include furniture, shelving units, musical instruments, plywood, blockboard, laminated veneer lumber, laminated flooring, laminated particle board, and printed materials containing different paper components.</p>
	<p>CITES species: CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival.</p>	

	<p>Co-product: Output produced during the process of primary manufacturing of another (principal) product from the same inputs (e.g. sawdust, chips generated during lumber processing).</p>	<p>Co-product: Material produced during the process of primary manufacturing of another (principal) product, from the same input. Such materials are, for the purposes of this standard, classified depending on the material category from which they are (co-) produced.</p>
	<p>Certification body: A body that performs conformity assessment services and that can be the object of accreditation (adapted from ISO/IEC 17011:2004 (E)).</p>	
		<p>Chain of custody: The path taken by raw materials, processed materials, finished products, and co-products from the forest to the consumer or (in the case of reclaimed/recycled materials or products containing them) from the reclamation site to the consumer, including each stage of processing, transformation, manufacturing, storage and transport where progress to the next stage of the supply chain involves a change of ownership (independent custodianship) of the materials or the products.</p>
		<p>Chain of Custody operation: Individual, company or other legal entity operating one or more facilities or sites within any 'stage' of the forest product supply chain and issuing invoices for materials or products with an FSC claim that can be used by customers to treat such products as certified or make promotional claims.</p>
	<p>Chip and fibre product: A product in which all wood inputs are chipped or defibrated (e.g. pulp, paper, print materials, cardboard, particleboard, fibreboard).</p>	<p>Chip and fibre products: All products that use input-wood that has been chipped or defibrillated. Such products include, for example, pulp, paper (including print materials), cardboard, particleboard, fibreboard and orientated strand board (OSB).</p>

	<p>Claim-contributing input: Input material that counts towards the determination of the FSC Mix or FSC Recycled claims for products controlled under the percentage or credit system. Eligible claim-contributing inputs are the following: FSC-certified materials, post-consumer reclaimed materials and pre-consumer reclaimed paper (Note: this last category excludes other pre-consumer reclaimed materials, such as wood and cork). The amount of input materials received with an FSC Mix x% or FSC Recycled x% claims that count as claim-contributing input is proportional to the percentage stated on the supplier's sales documents (e.g. if 10kg are received with an FSC Mix 70% claim, only 7kg counts as claim-contributing input). The full amount of input materials received with an FSC Mix Credit or FSC Recycled Credit claim counts as claim-contributing input (i.e. 100% of the input amount).</p>	
	<p>Claim period: A period of time that has been specified by the organization for each product group for the purpose of making a specific FSC claim. The minimum length of the claim period is the length of time to complete a batch run including receipt, storage, processing, labelling and sale of the output product.</p>	<p>Claim period: A period of time which has been specified by the organization for each product group for the purpose of making a specific FSC claim.</p>
	<p>Common Ownership: Ownership structure where all sites under the scope of the chain of custody certificate are owned by the same organization. Ownership means at least 51% of ownership interest over the sites.</p>	
	<p>Complaint: An expression of dissatisfaction provided in writing by any person or organization in relation to the organization's conformity to the requirements applicable to the scope of the organization's CoC certificate including the name and contact information of the complainant, a clear description of the issue and evidence to support each element or aspect of the complaint.</p>	
	<p>Component: An individual and distinguishable part of an assembled product.</p>	<p>Component: An individual and distinguishable part of an assembled product.</p>

	<p>Community producer: A forest management unit (FMU) that complies with the following tenure and management criteria:</p> <p><u>Tenure:</u> The legal right to manage a FMU (e.g. title, long-term lease, concession) is held at the communal level, and</p> <ul style="list-style-type: none"> i. the community members must be either indigenous peoples or traditional peoples, or ii. the FMU meets the eligibility criteria for small and low intensity managed forests (SLIMFs) <p><u>Management:</u> The community actively manages the FMU unit through a concerted effort (e.g., under a communal forest management plan) or the community authorizes management of the forest by others (e.g., resource manager, contractors, forest products company).</p> <p>If the community authorizes management of the forest by others, criterion 1 and either criterion 2 or 3 must be met:</p> <ul style="list-style-type: none"> iii. The community’s own representative institution has legal responsibility for the harvesting operations, and iv. The community performs the harvesting operations or v. The community’s own representative institution is responsible for the forest management decisions, and follows and monitors the operations. <p>NOTE: The forest can be either located in a communal forest and/or on individually-assigned plots, as long as the right to use the forest is communally held (e.g. Mexican <i>ejidos</i>, Brazilian sustainable development reserves).</p>	
	<p>Contracting organization: Individual, company, or other legal entity using a contractor for any activities under the scope of an FSC CoC certificate.</p>	
	<p>Contractor: Individual, company, or other legal entity contracted by an organization for any activities under the scope of an FSC COC certificate.</p>	
	<p>Controlled material: Input material supplied without an FSC claim which has been assessed to be in conformity to the requirements of the standard <i>FSC-STD-40-005 Requirements for Sourcing Controlled Wood</i>.</p>	<p>Controlled material: Virgin material originating in non FSC-certified forests or plantations from suppliers included in the verification program of organizations certified according to FSC-STD- 40-005.</p>

	<p>Conversion factor: The ratio between material quantity entering and leaving a given transformation process used by the organization. The conversion factor is calculated by dividing the output quantity by the input quantity and is applied to the whole product or to each individual component of a product.</p>	<p>Conversion factor: The ratio between material quantity entering and leaving a given transformation process employed by the organization. The conversion factor is calculated by dividing the output (volume or weight) by the input (volume or weight) and is applied to each individual component of a product group.</p>
	<p>Corruption Perception Index (CPI): A ranking of countries developed and maintained by the organization Transparency International which measures the degree to which corruption is perceived to exist in the public sector of each country. (see www.transparency.org)</p>	
	<p>Credit account: A record kept by an organization operating a credit system which lists entries and withdrawals of volume credits for the purpose of controlling the quantity of products that are eligible to be sold with FSC Mix Credit, FSC Recycled Credit or FSC Controlled Wood claims.</p>	<p>Credit account: A record kept by a certified organization operating a credit system which lists entries and withdrawals of volume credits for the purpose of selling products with FSC claims.</p>
		<p>Credit claim: Part of an FSC claim for FSC Mix or FSC Recycled products which specifies that the full quantity can be used as FSC input or post-consumer input for subsequent calculations of input percentages or FSC credit. Applicable claims are “FSC Mix Credit” or “FSC Recycled Credit”.</p>
	<p>Credit System: FSC control system which allows a proportion of outputs of a product group to be sold with a credit claim corresponding to the quantity of claim-contributing inputs and the applicable conversion factor(s).</p>	<p>Credit system: A Chain of Custody system applied at the product group level which allows a proportion of outputs to be sold with a credit claim corresponding to the quantity of FSC and post-consumer inputs. Considering the applicable conversion factor(s), FSC and post-consumer inputs can be accumulated as FSC credit on a credit account.</p>
	<p>Delivery documents: Document accompanying a shipment of goods that lists physically or electronically the description, grade, and quantity of the goods delivered. Examples of delivery documents are delivery notes, shipping documents, transport documents, packing lists.</p>	<p>Delivery documents: Document accompanying a shipment of goods that lists the description, grade, and quantity of the goods delivered. Delivery documents are also called delivery notes, shipping or transport documents.</p>
	<p>Economic and Monetary Union: A type of trade bloc which is composed by an economic union (common market and customs union) with a monetary union.</p>	

	<p>Effective date: The date on which the published FSC normative document becomes applicable for use.</p>																	
	<p>Eligible input: Virgin and reclaimed input material that is eligible to enter a specific FSC product group depending on its material category.</p>	<p>Eligible input: Virgin and reclaimed material input that is eligible to enter a specific FSC product group depending on its material category.</p> <table border="0" data-bbox="1150 394 1913 634"> <tr> <td data-bbox="1150 394 1539 423">[Material category]</td> <td data-bbox="1570 394 1913 423">Eligible for product group(s)]</td> </tr> <tr> <td data-bbox="1150 423 1539 453">a) FSC 100% material:</td> <td data-bbox="1570 423 1913 453">FSC 100%, FSC Mix</td> </tr> <tr> <td data-bbox="1150 453 1539 482">b) FSC Mix material:</td> <td data-bbox="1570 453 1913 482">FSC Mix</td> </tr> <tr> <td data-bbox="1150 482 1539 511">c) FSC Recycled material:</td> <td data-bbox="1570 482 1913 511">FSC Mix, FSC Recycled</td> </tr> <tr> <td data-bbox="1150 511 1539 540">d) FSC Controlled Wood:</td> <td data-bbox="1570 511 1913 540">FSC Mix, FSC Controlled Wood</td> </tr> <tr> <td data-bbox="1150 540 1539 570">e) controlled material:</td> <td data-bbox="1570 540 1913 570">FSC Mix, FSC Controlled Wood</td> </tr> <tr> <td data-bbox="1150 570 1539 599">f) post-consumer reclaimed material:</td> <td data-bbox="1570 570 1913 599">FSC Mix, FSC Recycled</td> </tr> <tr> <td data-bbox="1150 599 1539 628">g) pre-consumer reclaimed material:</td> <td data-bbox="1570 599 1913 628">FSC Mix, FSC Recycled</td> </tr> </table>	[Material category]	Eligible for product group(s)]	a) FSC 100% material:	FSC 100%, FSC Mix	b) FSC Mix material:	FSC Mix	c) FSC Recycled material:	FSC Mix, FSC Recycled	d) FSC Controlled Wood:	FSC Mix, FSC Controlled Wood	e) controlled material:	FSC Mix, FSC Controlled Wood	f) post-consumer reclaimed material:	FSC Mix, FSC Recycled	g) pre-consumer reclaimed material:	FSC Mix, FSC Recycled
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	<p>End-user (end-consumer): A person or organization that purchases and uses a product rather than one that produces or sells it.</p>																	
	<p>False claims: FSC claims made on sales documents of products that are not eligible to be sold as FSC-certified or FSC Controlled Wood. False claims may be intentional or not. False claims are different from inaccurate claims where a product that is eligible to be sold as FSC-Certified is sold with the wrong claim.</p>																	
	<p>Finished product: A product that will not undergo further transformation in terms of processing, labelling or packaging prior to its intended end use or sale to the end-user. Installation of finished products, the filling of packaging and cutting into size are not considered product transformation, unless these activities involve repackaging, changing of the FSC product composition or relabelling. NOTE: Some products may or may not be classified as a finished product depending on the intended use by the customers. For example, lumber or paper does not classify as a finished product if sold to a manufacturer that will further transform these materials into other products.</p>	<p>Finished product: Product that receives no further transformation in terms of processing, labelling or packaging prior to its intended end use.</p>																

	<p>Forestry certification scheme: A scheme based on the development of standards for forest management and/or chain of custody certification of forest products.</p>	<p>Forestry Conformity Assessment Scheme: A scheme based on the development of standards for forest certification and assessment of operations for trade and production of forest products.</p>																					
	<p>Forest-based: Organic materials and products produced within a forest matrix, including wood and non-timber forest products.</p>																						
	<p>Fraud: The offence of intentionally labelling and/or making FSC claims on sales documents of products that are not eligible to be sold as FSC certified or FSC Controlled Wood.</p>																						
	<p>FSC-certified material: Input material that is supplied with an FSC 100%, FSC Mix, or FSC Recycled claim from an FSC-certified supplier.</p>	<p>FSC certified material: FSC 100%, FSC Mix or FSC Recycled material that is supplied with an FSC claim by an organization which has been assessed by an FSC-accredited certification body for conformity with FSC Forest Management and/or Chain of Custody requirements.</p>																					
	<p>FSC-certified product: A product that conforms to all applicable certification requirements and is eligible to carry an FSC label and to be promoted with the FSC trademarks. FSC Controlled Wood is not considered to be FSC-certified product.</p>	<p>FSC certified product: FSC certified material that is eligible to carry an FSC label and to be promoted with the FSC trademarks.</p>																					
	<p>FSC claim: A claim made on sales and delivery documents for FSC-certified or FSC Controlled Wood output products. The FSC claims are: FSC 100%, FSC Mix x%, FSC Recycled x%, FSC Mix Credit, FSC Recycled Credit and FSC Controlled Wood.</p>	<p>FSC claim: Claim made on sales and delivery documents for FSC-certified material or FSC Controlled Wood that specifies the material category and, for FSC Mix and FSC Recycled products, an associated percentage claim or credit claim. The appropriate FSC claims for each product group and Chain of Custody control system are presented below:</p> <table border="1" data-bbox="1144 1136 1932 1331"> <thead> <tr> <th>[Product groups]</th> <th>[Control system]</th> <th>[FSC claim]</th> </tr> </thead> <tbody> <tr> <td>FSC 100%</td> <td>Transfer system</td> <td>"FSC 100%"</td> </tr> <tr> <td>FSC Mix</td> <td>Percentage system</td> <td>"FSC Mix x%"</td> </tr> <tr> <td>FSC Mix</td> <td>Credit system</td> <td>"FSC Mix Credit"</td> </tr> <tr> <td>FSC Recycled</td> <td>Percentage system</td> <td>"FSC Recycled x%"</td> </tr> <tr> <td>FSC Recycled</td> <td>Credit system</td> <td>"FSC Recycled Credit"</td> </tr> <tr> <td>FSC Controlled Wood</td> <td>Transfer system</td> <td>"FSC Controlled Wood"</td> </tr> </tbody> </table>	[Product groups]	[Control system]	[FSC claim]	FSC 100%	Transfer system	"FSC 100%"	FSC Mix	Percentage system	"FSC Mix x%"	FSC Mix	Credit system	"FSC Mix Credit"	FSC Recycled	Percentage system	"FSC Recycled x%"	FSC Recycled	Credit system	"FSC Recycled Credit"	FSC Controlled Wood	Transfer system	"FSC Controlled Wood"
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	<p>FSC control system: System used for controlling the quantities of products in a product group that can be sold</p>																						

	with the FSC claims. The FSC control systems are: transfer, percentage and credit systems.	
	FSC Controlled Wood: Material or product with the 'FSC Controlled Wood' claim.	FSC Controlled Wood: Material originating in non FSC-certified forests or plantations supplied with an FSC claim by a supplier which has been assessed by an FSC-accredited certification body for conformity with FSC Chain of Custody and/or FSC Controlled Wood requirements (FSC-STD-40-005 or FSC-STD-30-010).
	FSC credit: Amount of product (volume or weight) that can be sold from a credit account with an FSC Mix Credit or FSC Recycled Credit claim.	FSC credit: Amount of product (volume or weight) that can be sold from a product group with a credit claim. Applicable only when using the credit system.
		<p>FSC input: Input of FSC-certified virgin material that counts towards the input percentage or towards the FSC credit for a product group as follows:</p> <p>a) material with an FSC 100% claim: counts as the full quantity stated on the supplier invoice;</p> <p>b) material with an FSC Mix x% claim: counts as the percentage of its quantity that is stated on the supplier invoice;</p> <p>c) material with an FSC Mix credit claim: counts as the full quantity stated on the supplier invoice;</p>
	FSC 100%: FSC claim for products based on inputs exclusively from FSC-certified natural forests or plantations.	FSC 100%: FSC-certified virgin material originating in FSC-certified forests or plantations that has not been mixed with material of another material category throughout the supply chain. FSC 100% products are eligible to be used in FSC 100% or FSC Mix product groups.
	FSC Mix: FSC claim for products based on inputs of one or more of the following material categories: FSC 100%, FSC Mix, FSC Recycled, controlled material, FSC Controlled Wood, post-consumer reclaimed, and/or pre-consumer	FSC Mix: FSC-certified virgin material based on input from FSC-certified, controlled and/or reclaimed sources, and supplied with a percentage claim or credit claim. FSC Mix material is only eligible to be used in FSC Mix product groups.

	reclaimed. NOTE: Product groups that are exclusively made of controlled material, FSC Controlled Wood and/or reclaimed material are not eligible to be sold with the FSC Mix claim.	
	FSC percentage: Percentage of claim-contributing inputs to a product group for a specific claim period or job order under the percentage system.	Input percentage: Percentage of FSC and/or post-consumer input to a product group for a specific claim period. Applicable only when using the percentage system.
	FSC Recycled: FSC claim for recycled products based on inputs exclusively from reclaimed sources.	FSC Recycled: FSC-certified reclaimed material based on exclusive input from reclaimed sources, and supplied with a percentage claim or credit claim. FSC Recycled material or products are eligible to be used in FSC Mix or FSC Recycled product groups.
	FSC Transaction: Purchase or sale of products with FSC claims on sales documents.	
	Input: Raw materials, semi-finished products, or finished products that are procured or generated by an organization and either physically entered into the production process or traded under the scope of an FSC certificate.	Input: Raw materials, semi-finished or finished products that are procured or generated by an organization, and physically enter the production process or are traded under the scope of a specific FSC product group.
	Material category: Class of virgin or reclaimed material that can be used in FSC product groups. The material categories are the following: FSC 100%, FSC Mix, FSC Recycled, FSC Controlled Wood, controlled material, post-consumer reclaimed and pre-consumer reclaimed.	Material category: Categories of virgin or reclaimed material that, if eligible input, can be used in FSC product groups: a) FSC 100% material b) FSC Mix material c) FSC Recycled material d) FSC Controlled Wood e) controlled material f) post-consumer reclaimed material g) pre-consumer reclaimed material
		Minor components: Forest based components of an FSC 100% or FSC Mix assembled product constituting less than 5% of the weight or volume of the virgin and reclaimed materials in the product. Minor components can be exempted

		from the requirements for Chain of Custody control as specified by this standard.
	<p>Neutral material: Material that comes from outside a forest matrix (i.e. non-forest based material). Examples are non-wood plant fibres or lignified materials (e.g. flax used in the manufacture of a board classified as a wood-based panel or of a composite product) and synthesized or inorganic materials (e.g. glass, metal, plastics, fillers, brighteners). Neutral materials do not include non-timber forest products or salvaged wood. Neutral materials used in FSC product groups are exempt from CoC control requirements.</p>	
	<p>Non-conforming product: Product or material for which an organization is unable to demonstrate that it conforms with the applicable FSC certification requirements and eligibility requirements for making FSC claims.</p>	
	<p>Non-timber forest product: Any forest-based product except wood (timber), including other materials obtained from trees such as resins and leaves, as well as any other plant and animal products. Examples include, but are not limited to bamboo, seeds, fruits, nuts, honey, palm trees, rubber, cork, ornamental plants and other products originating from a forest matrix.</p>	<p>Non-timber forest product: All forest products except timber, including other materials obtained from trees such as resins and leaves, as well as any other plant and animal products. Examples include, but are not limited to seeds, fruits, nuts, honey, palm trees, ornamental plants and other forest products originating from a forest matrix.</p>
		<p>Non-forest based material: Material that comes from outside a forest matrix. Examples are non- wood plant fibres (e.g. flax used in the manufacture of a board classified as a wood-based panel, or of a composite product), synthesized or inorganic materials (e.g. glass, metal, plastics, fillers, brighteners, etc.), but do not include non-timber forest products or salvaged wood. Non-forest based materials used in FSC product groups are exempt from Chain of Custody control requirements.</p>
	<p>Online Claims Platform (OCP): An FSC digital platform where transactions of FSC certified products by FSC certificate holders are recorded for the purpose of transaction verification.</p>	

	<p>On-product: The term applied to any FSC certification-related label or marking that is attached or applied to a product or its packaging. Examples of on-product labels or marks include product tags, stencils, heat brands, information on retail packaging for small loose products (e.g. pencils), protective packaging, and plastic wrap.</p>	<p>On-product: Term applied to any label, packaging or marking attached or applied to a product. Examples of on-product labels or marks include product tags, stencils, heat brands, information on retail packaging for small loose products (e.g. pencils), protective packaging and plastic wrap.</p>
	<p>Organization: The person or entity holding or applying for certification and therefore responsible for demonstrating conformity to the applicable requirements upon which FSC certification is based.</p>	<p>Organization: Individual, company or other legal entity responsible for the implementation of the standard.</p>
	<p>Output: Raw materials, semi-finished products or finished products that are produced and/or supplied by an FSC-certified organization with an FSC claim.</p>	<p>Output: Raw materials, semi-finished or finished products that are produced and/or supplied by an organization with an FSC claim.</p>
	<p>Outsourcing: The practice of contracting an internal business process (i.e. activities or tasks that produce a specific service or product) to another organization rather than staffing it internally. Outsourcing activities usually take place outside the organization's facilities. However, the organization may establish outsourcing agreements with other companies operating within its facilities when the organization has no control or supervision over the activities performed by the contractor.</p>	
	<p>Participating site: A site included in the scope of a multi-site or group certificate. Contractors that are used within the terms of outsourcing agreements are not considered participating sites.</p>	
		<p>Percentage claim: Part of an FSC claim for FSC Mix or FSC Recycled products that specifies the percentage of their FSC or post-consumer input, respectively. Buyers of such products must use the percentage claim for subsequent calculations of input percentages or FSC credit.</p>
	<p>Percentage system: FSC control system which allows outputs to be sold with FSC claims corresponding to the proportion of claim-contributing inputs in a job order or over a specified claim period.</p>	<p>Percentage system: A Chain of Custody system applied at the product group level which allows all outputs to be sold with a percentage claim that corresponds to the proportion of FSC and post-consumer input over a certain period in time.</p>

		<p>Post-consumer input: Input of post-consumer reclaimed and FSC Recycled material that counts towards the input percentage or towards the FSC credit for a product group as follows:</p> <ul style="list-style-type: none"> a) Post-consumer reclaimed material: counts as the full quantity stated on the supplier b) material with an FSC Recycled x% claim: counts as the percentage of its quantity that is stated on the supplier invoice; c) material with an FSC Recycled credit claim: counts as the full quantity stated on the supplier invoice.
	<p>Post-consumer reclaimed material: Forest-based material that is reclaimed from a consumer or commercial product that has been used for its intended purpose by an individual or household, or by a commercial, industrial, or institutional facility in its role as end-user of the product.</p>	<p>Post-consumer reclaimed material: Material that is reclaimed from a consumer or commercial product that has been used for its intended purpose by individuals, households or by commercial, industrial and institutional facilities in their role as end-users of the product.</p>
	<p>Pre-consumer reclaimed material: Forest-based material that is reclaimed from a process of secondary manufacture or further downstream industry, in which the material has not been intentionally produced, is unfit for end use, and not capable of being re-used on-site in the same manufacturing process that generated it.</p>	<p>Pre-consumer reclaimed material: Material that is reclaimed from a process of secondary manufacture or further downstream industry, in which the material has not been intentionally produced, is unfit for end use and not capable of being re-used on-site in the same manufacturing process that generated it.</p>
	<p>Primary manufacturing: Any processing that transforms virgin roundwood or chip materials into other products. For chip and fibre products, primary manufacturing includes the pulp and paper production from virgin roundwood or chip materials.</p>	<p>Primary manufacturing: Any processing that transforms roundwood into materials other than roundwood. For chip and fibre products, primary manufacturing includes the pulp mill as well as the paper mill stage.</p>
	<p>Procedure: A specified way to carry out an activity or process.</p>	<p>Procedure: A specified way to carry out an activity or process. Procedures can be documented or not.</p>
	<p>Product group: A product or group of products specified by the organization, which share basic input and output</p>	<p>Product group: A product or group of products specified by the organization, which share basic input and output</p>

	<p>characteristics and thus can be combined for the purpose of control of FSC output claims and labelling.</p>	<p>characteristics and thus can be combined for the purpose of FSC Chain of Custody control, percentage calculations and labelling according to the FSC material categories: FSC 100%, FSC Mix, FSC Recycled or FSC Controlled Wood.</p>
	<p>Product type: A general description of outputs based on a classification system specified in <i>FSC-STD-40-004a FSC Product Classification</i>.</p>	<p>Product type: A general description of outputs based on a categorization or classification system. Examples of product types according to the FSC product classification are: 'logs of coniferous wood', 'wood charcoal', 'chemical wood pulp', 'garden furniture', or 'particle board'.</p>
	<p>Transfer system: FSC control system which allows outputs to be sold with an FSC claim that is identical to, or lower than, the input material category and, if applicable, the lowest associated percentage claim or credit claim.</p>	<p>Transfer system: A Chain of Custody system applied at the product group level, which allows outputs to be sold with an FSC claim that is identical to the material category and, if applicable, the associated percentage claim or credit claim with the lowest FSC or post-consumer input per input volume.</p>
	<p>Promotional: The term applied to all off-product statements, claims, trademarks, and such like used to promote FSC-certified products and/or organizations.</p>	<p>Promotional: Term applied to all statements, claims, trademarks and such like used to promote products, services or organizations, but which are not physically attached or applied to a product itself.</p>
	<p>Publication date: The date on which the approved FSC normative document is announced and published on the FSC website (usually a minimum of 90 days prior to the effective date).</p>	
	<p>Quality: A distinctive attribute or property of a material or product. Two materials or products may be considered as having the same quality if they can be exchanged without affecting the output product function, value, and/or appearance (Note: the appearance is determined by the intrinsic material properties. Printing, painting and other finishing processes are not considered quality indicators). NOTE: Price/value should not be used as a single indicator of quality due to possible variations caused, for example, by market demand, price negotiations, or volumes purchased or sold, but it can be used in combination with other indicators</p>	

	to characterize quality variations.	
	Management system: The organizational structure, policies, procedures, processes, and resources needed to implement quality management.	
	Reclaimed material: Material that demonstrably would have otherwise been disposed of as waste, but has instead been collected and reclaimed as input material, in lieu of virgin material, for re-use, recycling, or re-milling in a manufacturing process or other commercial application. Inputs of the following material categories are classified as reclaimed material: FSC Recycled, post-consumer reclaimed, and pre-consumer reclaimed. This category excludes the reuse of virgin forest residues such as salvaged wood and other organic materials produced outside a forest matrix (e.g. agricultural residues).	Reclaimed material: Material that demonstrably would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and reclaimed as input material, in lieu of virgin material, for re-use, recycling, re-milling in a manufacturing process or other commercial application. Inputs of the following material categories are classified as reclaimed material: a) FSC Recycled material; b) Post-consumer reclaimed material; c) Pre-consumer reclaimed material.
	Retailer: An organization that sells finished products to the public for use or consumption rather than for resale.	
	Rolling average percentage: The FSC percentage calculated for the claim period of a specific product group which is based on an average calculation of a specified number of previous claim periods, not greater than 12 months.	
	Sales document: A legal commercial instrument that attests to the sale of a product (e.g. invoice, bill of sale, contract of sale, credit notes). It can be physical or electronic and it identifies both the trading parties, the items sold, quantities, dates of sale, prices, and payment terms.	Sales document: Physical or electronic commercial instrument issued by a seller to a buyer. Also called invoice, bill of sale, contract of sale, it identifies both the trading parties and lists, describes, and quantifies the items sold, shows the date of sale, prices and delivery and payment terms. It serves as a demand for payment and becomes a document of title when paid in full.
	Salvaged wood: Wood that was: <ul style="list-style-type: none"> naturally felled (e.g. by storm or snow); felled and subsequently lost or abandoned (e.g. logs that sank to the bottom of a river or lake while being transported, felled trees never picked up in a logyard, logs 	Salvaged wood: Wood that has been felled and subsequently lost or abandoned. Examples include lake/river salvage (logs/timber that sank to the bottom of a river or lake while being transported), wood from orchard clearance, wood from road clearance and urban harvested wood. For the purposes

	<p>washed up on shore);</p> <ul style="list-style-type: none"> • felled for purposes other than wood production (e.g. wood from orchard clearance, wood from road clearance, and urban harvested wood); • submerged by water and abandoned as a consequence of artificial reservoirs and dam construction. <p>For the purposes of FSC CoC control and labelling, salvaged wood is considered as virgin material and shall be assessed as controlled material or sold as FSC Controlled Wood.</p>	<p>of FSC Chain of custody Control and labelling salvaged wood is considered as virgin material and shall be controlled for use in FSC product groups.</p>
	<p>Scope: The organization's product groups, sites and activities that are included in the evaluation by an FSC-accredited certification body, together with the certification standard(s) against which these have been audited.</p>	<p>Scope: The scope of a Chain of Custody certificate defines the organization's sites, product groups, and activities that are included in the evaluation by an FSC-accredited certification body, together with the certification standard(s) against which these have been audited.</p>
	<p>Site: A single functional unit of an organization situated at one physical location, which is geographically distinct from other units of the same organization. An organization's units with distinct physical locations may, however, be regarded as parts of a site if they are an extension of it with no purchasing, processing, or sales functions of their own (e.g. a remote stockholding). Contractors that are used within the terms of outsourcing agreements (e.g. outsourced warehouse) are not considered sites. Typical examples for sites are processing or trading facilities such as manufacturing sites, sales offices, or warehouses owned by the organization.</p>	<p>Site: A single functional unit of an organization or a combination of units situated at one locality, which is geographically distinct from other units of the same organization. One or more sub-sites may be regarded as part of a site if they are an extension of the main site with no purchasing, processing or sales functions of their own (e.g. a remote stockholding and despatch site).</p>
	<p>Small producer: A forest management unit (FMU) or group of FMUs that meet(s) the SLIMF eligibility criteria (FSC-STD-01-003a) and addenda. For FM group certificate holders that include non-SLIMF FMUs, only the FMUs categorized as SLIMFs are eligible.</p>	
	<p>Solid wood product: A product that is composed of a solid piece of wood (e.g. log, beam, plank).</p>	<p>Solid wood products: Products that constitute a single, solid piece of wood, such as a log, beam or plank.</p>
	<p>Supplier: An individual, company, or other legal entity providing forest-based input materials to the organization.</p>	<p>Supplier: Individual, company or other legal entity providing goods or services to an organization.</p>

	Supply chain: The supply chain is the network of companies producing, handling and/or distributing a specific product, encompassing the steps it takes to transform a product from the raw material(s) to the final product and its distribution to the end-customer.	
	Timber legality legislation: National or international legislation established to ban the illegal trade of forest products (e.g. EU Timber Regulation (EUTR), US Lacey Act, Australian Illegal Logging Prohibition Act).	
	Trading Partners: Suppliers and customers of the organization for products purchased or sold with FSC claims.	
	Transaction Verification: Verification by certification bodies that FSC output claims made by certificate holders are accurate and match with the FSC input claims of their trading partners.	
	Transition period: The period of time (usually one year) after the effective date in which the new version of an FSC normative document is phased-in and in parallel the old version is phased-out (where it exists). To allow for gradual introduction, both versions are valid for an overlapping period of time. Six months after the end of the transition period, certificates issued against the old version are considered invalid.	
	Virgin material: Primary material originating in natural forests or plantations. This category excludes reclaimed materials.	Virgin material: Primary (i.e. non-reclaimed) material originating in forests or plantations. Inputs of the following material categories are classified as virgin material: a) FSC 100%; b) FSC Mix; c) Controlled material.